

**SUMMARY OF THE  
QUALITY SYSTEMS COMMITTEE MEETING  
FEBRUARY 25, 2002**

The Quality Systems Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on February 25, 2002, at 1:00 p.m. Eastern Standard Time (EST). Dr. Frederic Siegelman of the U.S. Environmental Protection Agency (USEPA), Chairman, led the meeting. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The List of Comments is shown in Attachment C. *The purpose of the meeting was to discuss the agenda items.*

**INTRODUCTION**

Dr. Siegelman commenced the teleconference by taking a roll call and reviewing the agenda.

**TOPICS OF DISCUSSION**

***Comments Received***

21. Integrity - Bob Di Rienzo - After lengthy discussion, it was determined that Mr. Di Rienzo will redraft the response to this comment to include suggestions from discussion and redistribute to the QS Committee for another review and discussion at the next teleconference.

36. Terms and Definitions - Betty Boros-Russo - Dr. Siegelman recommended that the QS Committee review the table of terms and definitions prepared and distributed by Ms. Nicole Weymouth for discussion at the next teleconference. It was requested that any references, definitions, etc., should be forwarded to Ms. Weymouth for addition to the table of terms and definitions.

37. Measurements Uncertainty – Dr. Siegelman - The Quality Systems Committee must decide if the Standard will provide detailed proscriptive instructions on how to address uncertainty or just state that there is a requirement to determine uncertainty. The opinions of the Accrediting Authorities will be solicited.

**NEXT MEETING**

The next teleconference is scheduled for Monday, March 11, 2002, at 1:00 p.m., EST.

**ADJOURNMENT**

There being no further business, Dr. Siegelman adjourned the meeting.

**ACTION ITEMS  
QUALITY SYSTEMS COMMITTEE MEETING  
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<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1	Report on NELAP AA teleconference (Siegelman)	03/11/02
2	Distribute committee nominations to QS Committee (Siegelman)	ASAP
3	Federal / State Committee replacements questions (Siegelman)	ASAP
4	ISO-17025 Glossary of Terms to Boros-Russo (Glowacki)	ASAP
5	Redraft and distribute text language re Integrity issue (Di Renzio)	03/11/02
6	Send terms, definitions, references to Weymouth (Committee)	ASAP

**PARTICIPANTS  
QUALITY SYSTEMS COMMITTEE MEETING  
FEBRUARY 25, 2002**

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**LIST OF COMMENTS  
QUALITY SYSTEMS COMMITTEE MEETING  
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1. New or reconditioned instruments.
2. Accrediting Authorities (AAs) recommendation on subcontracting.
3. Electronic signatures.
4. One standard calibration.
5. Electronic data and hard copy data.
6. PBMS subcommittee request for direction.
7. Culture media.
8. Quality Control Data in Final Report.
9. Editorial change: reference in 5.1.b to 1.9.2 should be to 1.8.2.
10. 5.11.1 Sample Tracking.
11. 5.9.4.2.2 Continuing Instrument Calibration Verification.
12. Testing Microbiology Samples for free chlorine.
13. Calibrating salinity, conductivity, temperature meters.
14. Sample Tracking.
15. Response to AIHA.
16. Blank Contamination.
17. Requirement for Continuing Calibration. for analysis on day when initial Calibration is done.
18. Question from On-Site committee.
19. Relationship of EPA published methods to laboratory SOPs.
20. NELAC and other Asbestos Accrediting Authorities.
21. Data Integrity.
22. PBMS language.
23. Comments on ISO 17025 draft.
24. Comments on PBMS draft.
25. Tiered approach for PBMS.
26. Changes to ISO 17025 Document.
27. Quality Manual Detail.
28. Language change to proposed one standard calibration text.
29. Language change to proposed PBMS text.
30. Editorial changes to 5.4.3.3.3 and 5.5.4.7.2.
31. Comment on LCS.
32. Ideas on how to facilitate voting at Annual meeting.
33. Evaluation of MS/MSD and LCS.
34. Referral to Accreditation Process Committee on NELAC relationship to other Accrediting Bodies.
35. Sanitizing Funnels.

- 36. Terms and Definitions.
- 37. Uncertainty.
- 38. Small Labs.
- 39. Cross reference NELAC 2000 and 17025.
- 40. Client Notification.
- 41. Relationship of the NELAC standard to QAPPS, SAPS and WAPS.
- 42. PQL/RL EPA guidance and NELAC standard relationship.
- 43. Change to subcontracting text in proposed ISO 17025 Draft.